



# **REQUEST FOR PROPOSALS**

**PROJECT 248-06-13**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**KENT**

**Distribution Date: Sep 6, 2013**

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**INFORMATION AND INSTRUCTIONS FOR PROPOSERS**

1 General

The State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Department of Social and Health Services (DSHS) is requesting proposals to lease existing space.

1.1 Definitions:

- "SPACE REQUIREMENTS" means the DES Leased Space Requirements 2005 edition, the RES Accessibility Addendum (June 2007) and / or the DSHS Addendum, July 3, 2013 edition attached as Appendix A.
- "SPACE PLANNING DATA" means the Space Planning Data worksheet that the AGENCY developed attached as Appendix B.
- "STANDARD LEASE" means the DES Standard Lease template attached as Exhibit 6.
- "DES" means the Washington State Department of Enterprise Services
- "RES" means the Real Estate Services Office within the Washington State Department of Enterprise Services,
- "AGENCY" means the Washington State Department of Social and Health Services.
- "BENEFICIAL OCCUPANCY" is defined as the date that the Agency may begin moving furniture and equipment into the premises and installing low voltage wiring and making any necessary electrical connections.
- "PROJECT LEAD" means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).

2 Project Information

2.1 Project Parameters

City	Kent
General Area of Consideration	Greater Kent Area, WA
Preferred Area	North of S 277th St., East of I-5, West of 132nd Ave and South of 208th St.
Space Type	Office
<b>Approximate</b> Usable Square feet	53,155 BOMA Usable Square Feet
<b>Approximate</b> Rentable Square feet	58,500 BOMA Rentable Square Feet
Parking Spaces (Total)	290 total parking stalls or code required parking, whichever is greater.
Initial Full Term	5 Years (Proposers may, at their discretion, include a ten year term as an option.)
Beneficial Occupancy	On or before August 16, 2014
Construction Substantial Completion	On or before August 30, 2014
Lease Commencement Date	September 1, 2014

2.1.1. Code Required parking spaces is based on city code and Agency requirements and needs (see also Appendix A<sub>2</sub>– SPACE REQUIREMENTS)

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2.1.2. Additional space planning data is described in Appendix B— Modified Pre-Design (Space Planning Data).

2.1.3. Additional information and instructions are included in Exhibit 1 (Instructions To Proposers And Evaluation Considerations). Proposers should carefully review this exhibit. The State reserves the right to modify these Instructions at any time and at its sole discretion.

2.1.4. The definitions that the Department of Enterprise Services typically uses to describe proposed leased space are included as Exhibit 2 (Definitions). The State reserves the right to modify these definitions at any time and for its own reasons.

At this time, the State plans to consider proposals that meet the definition of Existing Space, Space Under Construction or Planned Office Space for this project.

2.1.5. The required Lease Proposal Form is included in Exhibit 3 (Lease Proposal Form) to this Request for Proposal. An editable version of this form is available at:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/LeaseProposalForm.docx>

2.1.6. If a proposal will not meet a requirement of this Request for Proposal or any of its components or if a proposer wishes to suggest one or more alternatives to the performance requirements, he or she should use the form included as Exhibit 4 (Suggested Alternatives to Performance Requirements) to this Request for Proposal.

2.1.7. Proposers should include a completed Proposal Checklist with their Proposal Form and supporting documents. A blank checklist is included as Exhibit 5 (Proposal Checklist) to this Request for Proposal.

2.1.8. The apparent Successful Proposer will be required to use the State Standard Lease for this project. A copy of the Standard Lease is included as Exhibit 6 (Standard Lease) to this Request for Proposal.

### 2.2 AGENCY Goal For This Facility:

The AGENCY needs office space in the Kent area in order to meet the statutory requirements to provide economic services, public child welfare services, vocational rehabilitation and aging and disability services to this community. The new space sought with this Request for Proposal is intended to provide: safe and confidential area for interaction with the clients seeking assistance, conducting interviews with clients (including but not limited to children, parents and caretakers); adequate meeting space for family and community meetings; adequate and appropriate space for visitation (client, parent, child, etc); and workspace for staff to complete paperwork.

### 2.3 Location Characteristics:

Properties submitted for consideration should be located within the Kent area. Within that general area, the AGENCY has identified a number of characteristics as important to the delivery of service by this field office. These characteristics include, but are not limited to the following:

- The area within the “Preferred Area” noted in section 2.1 would be advantageous for DSHS in providing service to their clients.
- Proposed facilities should not be within 500 feet of a Department of Corrections Field Office or

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similar facility.

- Proposed facilities should be in a location that is conducive to performing office functions and providing the delivery of human services.
- Proposed facilities that are in close proximity to an existing public transportation route (or routes) would be advantageous for DSHS in providing service to their clients.
- Proposed facilities that provide ready access to I-5, SR 167 and other major arterial roads would be advantageous for DSHS in providing service to their clients.

## 2.4 Building Characteristics

The State and the AGENCY have identified some unique building characteristics as being advantageous to the Agency's functions, including the delivery of services to its clients. These characteristics include, but are not limited to the following:

- Contiguous office space and highly efficient load factor.
- A clear and identifiable public entrance.
- An effective, efficient and welcoming client lobby or reception area that supports the client reception activities of multiple DSHS programs while also enhancing security for clients and DSHS staff.
- Safe and confidential interview spaces and conference rooms that provide security for staff and clients.
- Adequate meeting spaces for both clients and staff.
- Clear delineation between client and staff areas and entrances.

Further details on the AGENCY's unique requirements and desired characteristics are found in Appendix A SPACE REQUIREMENTS.

## 3 Estimated Schedule of Activities

Below is a listing of significant dates. DES, at its sole discretion, may change these dates. Notification of schedule changes will be posted to project information on the following webpage:  
<http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESLeaseSpace.aspx>

Activity	Date
Issue Request for Proposals	Sep 6, 2013
Presubmission Conference	Sep 17, 2013
Question and Answer Period	Sep 17 – Oct 18, 2013
Issue amendments/addendums to RFP (if necessary)	No Later than Oct 18, 2013
Proposals due	Oct 21, 2013
Proposals opened and reviewed for responsiveness	Oct 22 – Nov 4, 2013
Conduct site visits and presentations	Nov 12 – Nov 14, 2013
Evaluate proposals, invitation to negotiate	Nov 15 – Dec 6, 2013
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Dec 13, 2013

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4 Pre-Proposal Meeting

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Meeting scheduled for Sep 17, 2013, 10:30 a.m. in Conference Room 2042, 1500 Jefferson Street SE, Olympia to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

5 Submission of Proposals

Interested parties should submit a Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than 3:00 p.m., Oct 21, 2013 (Pacific Time) at the address indicated below.

Physical Address:	Department of Enterprise Services Real Estate Services <b>Attn: Seth Wallace, Project #: 248-06-13</b> 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services <b>Attn: Seth Wallace, Project #: 248-06-13</b> PO Box 41468 Olympia, WA 98504-1468
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The PROJECT LEAD and point of contact for this project is:

**Seth Wallace,**  
Property and Acquisition  
Specialist

1500 Jefferson Street SE  
P.O. Box 41015  
Olympia, WA 98504-1015

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